

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



December 1, 1998

TO: ALL FIELD OPERATIONS BUREAU PIA AND PRA STAFF

FROM: LOIS VANBEERS, Project Leader
CalWORKs Data Systems Design Taskforce

SUBJECT: PROCEDURES TO REVIEW FEDERAL FISCAL YEAR (FFY 1998)
FOOD STAMP FEDERAL SECONDARY SAMPLE CASES WHOSE
ALLOTMENT'S EFFECTIVE MONTH IS DIFFERENT FROM THE
SAMPLE MONTH

Background

A recent review of Federal Fiscal Year (FFY) 1998 Food Stamp Federal Quality Control (QC) active case sampling processes by the Food and Nutrition Service (FNS) statisticians discovered that our Q5 sample case reports did not provide information needed to complete a valid QC review of certain Food Stamp (FS) federal secondary sample cases. For those FS secondary sample cases whose allotment's effective month was different from the sample month, field reviewers assumed the sample case allotment's effective date was the sample month and erroneously reviewed this allotment. The October 2, 1998 letter from Dennis Stewart to Gary Swanson documented this problem and directed the Data Operations Branch to retroactively correct any invalid FFY 1998 QC findings caused by this problem.

List Of FFY 1998 FS Federal Secondary Sample Cases Needing Correction

The attached list of 36 FS federal secondary sample cases from the October 1997 to September 1998 sample months have effective months different from the sample month and therefore have invalid QC findings which need to be corrected. For each of the 36 cases on the list is the authorization number, issuance amount of the allotment, and effective date of the allotment. The QC reviews of these allotments should replace the QC reviews which have already been completed for these sample cases. Delete the original data in the Q5 fields which would be incorrect under the new review and input the correct data in these fields. If you have already transmitted the case to Judy Barnhart at CPU in Sacramento, recall the case by the following procedures:

Recall Procedures

1. FAX attached request form to Judy Barnhart at CPU in Sacramento. You may also want to phone Judy to alert her that you are sending a FAX request. Fax a copy of your request to your Data Operations Branch District Office (DO) clerical to alert them that the case is being returned. Judy's new telephone and fax numbers are:
Phone: (916) 653-0590
FAX: (916) 653-4880
2. Judy Barnhart will SAFE the requested case(s) to your respective DO.
3. The DO will SAFE the case(s) on to you.
4. After the FS QC review is completed, SAFE the case to your respective DO.
5. The DO will SAFE the case(s) on to Judy Barnhart. **Cases should be SAFED to Judy Barnhart no later than December 24, 1998.**

Review Procedures

On the attached list of 36 cases are the authorization number, effective month, and allotment amount which must be reviewed. Compare the effective month of the allotment on the list with the sample month and use the following procedures to determine whether the QC review of the allotment should be completed or the case should be coded Not Subject To Review (NSTR).

If the effective month is the same as the sample month or is the month following the sample month, complete a QC review of the allotment on the list.

If the effective month is a month prior to the sample month, but not the first prior month, code the FS disposition of the case NSTR. For example, if the effective month of the allotment was July 1998 and the sample month was September 1998, the FS disposition of the case would be coded NSTR.

To determine the reviewability of allotments whose effective month is the first month prior to the sample month, you will need the authorization date of the allotment. You must get this date from the case file. Find the authorization date in the case file of the allotment whose authorization number is on the list. If the authorization date of the allotment is not the same month as the effective month, code the FS disposition of the case NSTR. For example, if the effective month of the allotment was August 1998, the sample month was September 1998, and the authorization date of the allotment was August 1998, a QC review of the allotment should be completed. However, if the authorization date was September 1998 in the above example, the FS disposition would be coded NSTR because the authorization date was not the same month as the effective month.

Transmission Deadline

The corrected review findings of each of the 36 cases on the attached list must be SAFED to Judy Barnhart no later than December 24, 1998.

Correction Of FFY 1998 FS State Secondary Sample QC Findings

The retroactive correction of FFY 1998 FS State secondary sample QC findings will follow the same process as described in this letter. These corrections will be completed during the first three months of calendar year 1999. In January 1999, a letter describing the correction process and identifying the cases to be corrected will be distributed.

If you have any questions about this QC finding correction process, please contact Jim Anderson, CalWORKs Data Systems Design Taskforce at (916) 653-0843.

c: Joeana Carpenter
Judy Barnhart

**FOOD STAMP FEDERAL SECONDARY
SAMPLE REQUEST FORM**

DATE: _____

REQUESTOR NAME: _____

REQUESTOR PHONE NUMBER: _____

REVIEW MONTH

REVIEW NUMBER

FAX TO: JUDY BARNHART
FAX NUMBER: (916) 653 - 4880

LIST OF 36 FOOD STAMP FEDERAL SECONDARY CASES NEEDING CORRECTION

Co. Code	Sample Month	Review Number	Case Serial	Authorization Number	Effective Month	Allotment
10	199710	210801	0803874-0	0237004	199711	0122
33	199710	623801	1091180-0	5743793	199709	0015
39	199710	639801	0250923-Z	0839167	199709	0076
10	199711	210811	0349541-0	0259883	199710	0023
19	199711	619813	7757433-2	0710058	199710	0012
33	199711	633811	6903801-0	5790385	199712	0206
39	199711	639811	0339064-Z	0861469	199710	0321
01	199712	201821	0360825-9	0304686	199711	0097
10	199712	610822	0838810-0	0112629	199711	0081
36	199712	636821	0769893-0	0415865	199711	0096
10	199801	610831	0624929-0	0011241	199712	0213
19	199801	219834	8435789-1	0123005	199712	0122
54	199801	654831	0311195-2	0658522	199802	0201
27	199802	627841	0611127-*	0C28694	199801	0170
15	199803	615851	0496294-Z	0088991	199801	0091
36	199803	236851	0776295-0	0155307	199804	0408
24	199804	224861	0167627-A	0939539	199803	0152
30	199804	230861	1410565-9	0006404	199805	0122
36	199804	236861	0856549-0	0275738	199802	0122
56	199804	256861	0186914-0	0050672	199803	0072
10	199805	210871	0727028-0	0482596	199803	0021
15	199805	215871	0210201-Z	0137800	199804	0024
36	199805	236871	1067997-0	0337401	199801	0087
27	199806	227881	0617431-*	0C69290	199803	0043
36	199806	236881	1026487-0	0399250	199805	0123
37	199806	237881	1786211-1	0A67082	199805	0011
39	199806	239881	0220033-Z	0000089	199805	0015
48	199806	248881	0510680-0	0061823	199805	0321
01	199807	201891	0399059-9	0348417	199805	0039
36	199807	236891	1094494-0	0460007	199806	0014
54	199808	254901	0025491-2	0131570	199807	0122
33	199808	233901	8271603-0	6105025	199809	0127
10	199808	210901	0582294-0	0578746	199807	0079
01	199808	201901	0229552-9	0353128	199809	0122
33	199809	233911	6376495-0	6138190	199810	0125
37	199809	237912	1951628-1	0008974	199808	0028

* ISAWS Counties either have no FBU code or a FBU code of "Z".

INSERT A. Use Of Q5 Sample Report Information For Federal Fiscal Year (FFY) 1999 Food Stamp (FS) Secondary Quality Control (QC) Reviews

INSERT B. Approximately twenty percent of the FS federal and state secondary sample cases have FS allotments whose effective month (ie., the month the allotment is for) is different from the sample month. The October 2,1998 letter from the Food and Nutrition Service (FNS) Western Region Food Stamp Program Director directed the Data Operations Branch to review these allotments in the FS Federal Secondary sample. During FFY 1998 these allotments were not reviewed because the Q5 sample reports did not identify them. Effective with the October 1998 FS federal and state secondary samples (selected on approximately November 30,1998) the Q5 sample reports will be modified to show the effective month of all FS federal and state secondary sample allotments as well as their authorization number and allotment amount. This information is critical in completing a valid QC review of FS federal and state secondary sample cases whose allotment's effective month is different from the sample month.

INSERT C. Attached is a sample of the new Q5 sample report format showing the location of the three critical FS data elements: authorization number of the allotment, the effective month of the allotment, and the allotment amount. For each FS federal and state secondary sample case compare the effective date of the allotment on the Q5 sample report with the sample month.

If the effective date is the same as the sample month or is the month following the sample month, complete a QC review of the allotment whose authorization number and allotment amount are on the Q5 sample report.

If the effective month is a month prior to the sample month, but not the first prior month, code the FS disposition of this case Not Subject To Review (NSTR). For example, if the effective month of the allotment was August 1998 and the sample month was October 1998, the FS disposition of the case would be coded NSTR.

To determine the reviewability of allotments whose effective month is the first month prior to the sample month, you will need the authorization date of the allotment. This date is not on the Q5 sample report but is in the case file. If the authorization date of the allotment is the same month as the effective month, QC review the allotment. If the authorization date of the allotment is not the same month as the effective month, the FS disposition of the case would be coded NSTR. For example, if the effective date of the allotment was September 1998, the sample month was October 1998, and the authorization date of the allotment was September 1998, a QC review of the allotment should be completed. However, if the authorization date was October 1998 in the above example, the FS disposition would be coded NSTR because the authorization date was not the same month as the effective month.

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Code